



State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 70 **Social Security Number (SSN) Verification
for State Employees**

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INTRODUCTION

SSNs must be verified for all new State employees. This section of SAAM describes process for the verification of SSNs.

POLICIES

1. State agencies that use HRIS to process payroll.
 - 1.1. At the end of each calendar quarter, Central Payroll will submit an HRIS file to the Social Security Administration (SAA) on behalf of all agencies that use HRIS to process payroll. The file will contain a listing of all employees in the HRIS, along with their corresponding SSNs to be cross-checked against the SSA database. Based upon the data it receives, the SSA will, if necessary, send a report back to the Central Payroll indicating any discrepancies in SSNs.
 - 1.2. Although not required to do so, agencies are encouraged to contact the SAA telephonically for SSN verification of all new employees.
 - 1.3. Central Payroll will notify Agency Human Resources Offices of any discrepancies in SSNs for employees.
 - 1.4. Upon receipt of the report showing these discrepancies, agencies must follow the procedures outlined in SAAM Section 5571, *Employee Eligibility Verification: Social Security Number Discrepancies*.
2. State agencies that do not use HRIS to process payroll.
 - 2.1. State agencies with employees on a payroll system other than HRIS must verify SSN information using SSA's Business Service Online Program at <http://www.socialsecurity.gov/bsa>, as part of their onboarding or payroll process and resolve any discrepancies as prescribed in SAAM Section 5571, *Employee Eligibility Verification: Social Security Number Discrepancies*.